



Langley Research Center

LAPG 3451.1

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INCENTIVE AWARDS AND RECOGNITION PROGRAM

National Aeronautics and Space Administration

**RESPONSIBLE OFFICE: Personnel Management Branch, Office of
Human Resources**

LAPG 3451.1

PREFACE

This Langley Procedures and Guidelines (LAPG) establishes Langley-specific responsibilities and procedures for the Langley Incentive Awards and Recognition Program.

The Personnel Management Branch, Office of Human Resources, should be consulted for further information and guidance.

Lana M. Couch
Associate Director for
Business Management

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APPLICABILITY, AUTHORITY, AND REFERENCES

1.1 Applicability

This Langley Procedures and Guidelines (LAPG) applies to all civil service personnel and contractors (for honorary awards only) assigned duties at Langley Research Center (LaRC).

1.2 Authority

- a. 5 United States Code (U.S.C.) Chapters 43, 45, and 53.
- b. 5 Code of Federal Regulations (CFR), Parts 430, 451, and 531.
- c. Executive Order 11438, dated December 3, 1968.
- d. 42 U.S.C. 2458, Section 306 of the National Aeronautics and Space Act of 1958, as amended.

1.3 References

- a. NPG 3451.1, "NASA Awards and Recognition Program."
- b. 14 CFR 1240.1, Awards for Scientific and Technical Contributions.

GENERAL POLICY

Awards are to recognize organizational and employee performance and accomplishments, as well as to enhance organizational climate and employee morale.

- a. All LaRC cash and honor awards and recognition will be aligned with LaRC's core values, mission, strategies, and goals consistent with the LaRC's current Strategic Implementation Plan.
- b. Awards will provide for individual and group recognition and will recognize civil servant, contractor (honorary only), and others who, through partnerships, support NASA's mission at LaRC.
- c. Actual awards and recognition are to be consistent with the purpose of the award itself and provide special acknowledgement of the accomplishments.

TYPES OF AWARDS

Awards may be either monetary or nonmonetary, and recognition may be given at the Center level, NASA-wide level, or at the Federal government level. (See the Appendix for award descriptions.)

- a. Monetary awards may be granted to individual civil service (part-time, full-time, temporary, and permanent) employees, or groups of civil service employees, who deserve special recognition for their contributions and performance.
- b. Nonmonetary awards such as medals, certificates, plaques, photos, pins, etc., may be granted to both civil service and nongovernment employees.
- c. Time-off awards may be granted to civil service employees for superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- d. Center sponsored awards include the Floyd L. Thompson Award, the Henry J. E. Reid Award, the Paul F. Holloway Non-Aerospace Technology Transfer Award, the Richard T. Whitcomb Aerospace Technology Transfer Award, the Technology Transfer Award, and the Outstanding Volunteer Award.

RESPONSIBILITIES

- a. The LaRC Director, Deputy Director, Associate Directors, and other directors, managers, supervisors, and review committees are responsible for maintaining the integrity of the LaRC Awards and Recognition Program consistent with the stated awards policies and providing fair and equitable consideration to all employee and group accomplishments.
- b. All employees (both supervisory and nonsupervisory), as well as contractors and partners, are responsible for identifying, nominating, and providing peer input on performance and accomplishments deserving recognition and award.
- c. The Personnel Management Branch, Office of Human Resources, is responsible for awards budget formulation; administration of the Center Awards Program; review of awards for adherence to policy and regulations; ongoing evaluation of the effectiveness of the awards program; and providing communication, training, and reference material on the awards and recognition program.
- d. LaRC review committees are responsible for assuring approved nominations are consistent with awards criteria, relevant information has been considered in reviews, and integrity of the review process is maintained.
- e. Awards for patentable inventions and for certain scientific and technical contributions are established as separate programs outside of the LaRC Incentive Awards and Recognition Program. Procedures for these programs are described in 14 CFR, Part 1240, Subpart 1.

INCENTIVE AWARDS

a. Monetary Awards

Monetary awards may be granted to individual civil service (part-time, full-time, temporary, and permanent) employees, or groups of civil service employees, who deserve special recognition for their contributions or performance. The approving official must be at a management level above the recommending official. The Internal Revenue Service has ruled that cash awards are wages; therefore, taxes are withheld from award payments. These awards are:

(1) Performance Award (PA) - This award recognizes and rewards employees whose performance, as a minimum, substantially exceeds performance expectations. It is based on the employee's most recent performance rating. The monetary value of the award is determined by the recommending official and may not exceed 10 percent of the employee's annual base salary rounded up to the nearest \$50. Documentation will include a written justification.

(2) Quality Step Increase (QSI) - This award is a step increase in addition to, and apart from, the regular within-grade increase and is given to employees who have demonstrated sustained performance of high quality. This award raises the employee's basic rate of pay. It recognizes outstanding performance by granting a faster than normal step increase within the employee's grade level. Exception: if a QSI places the employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks. Senior Executive Service (SES) and wage-grade employees are not eligible.

(3) Superior Accomplishment Award (SAA) - This award recognizes accomplishments achieved through an individual effort in the form of nonrecurring nature, which is generally outside the scope of the employee's performance plan. This type of recognition is appropriate when the contribution is in the public interest, connected with or related to official employment, and contributes to the efficiency, economy, or other involvement of government operations, or achieves a significant reduction in paperwork. All LaRC civil service employees, with the exception of SES employees, are eligible. Documentation will include a written justification.

(4) Group Achievement Award - This award recognizes two or more employees involved in a significant accomplishment that is the result of teamwork, rather than the efforts of one single person. All employees contributing to the accomplishment share the award, which may be paid in equal shares or to each employee in proportion to the contribution. All civil service employees, excepting SES, are eligible. Documentation will include a written justification.

(5) Special Rank and Bonus Pay - Presidential Rank Awards are to recognize and reward exceptional performance over an extended period of time by career SES employees. Documentation includes Office of Personnel Management (OPM) Presidential Rank Awards Nomination Form OER-10/96. Bonuses between 5 and 20 percent of basic pay for excellent performance may be given to SES career employees. Documentation will include the summary page of NASA Form 1636, Senior Executive Service Performance Planning and Appraisal.

b. Time-Off Award (TOA)

(1) A TOA is an excused absence granted to the employee to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations. Primarily, it is to be used to recognize an employee contribution that is of a one-time, nonrecurring nature.

(2) A TOA may be granted in amounts of 4 to 40 hours for a single contribution for a full-time employee. For part-time employees, the award will be prorated accordingly.

(3) A full-time employee may be granted up to a total of 80 hours of time-off during a leave year. A part-time employee's time-off will be prorated based on the employee's bi-weekly scheduled tour of duty.

(4) TOA leave must be scheduled with the approval of the supervisor. The leave must be taken within 1 year after the effective date of the award. TOA hours not taken within this period will be forfeited. A TOA cannot be transferred if the employee transfers to another Federal agency, nor can it be converted to a cash payment under any circumstances.

c. FOR A SPECIAL TASK (FAST) Award

(1) A FAST Award is designed to provide managers with a tool to give an "instant" reward to an employee who has performed a special activity or accomplishment through presentation to the deserving employee as quickly after the activity occurs as is practicable.

(2) The FAST Award is a monetary award of \$150. Although the actual cash is not disbursed at the time the FAST Award is presented, it is reflected in the employee's paycheck. A copy of the FAST certificate and NASA Langley Form 134 will provide the required documentation.

(3) FAST Awards are designed to be presented by the employee's first level supervisor.

d. NASA Honor Awards (Honorary)

These are NASA's most prestigious honor awards that are approved by the NASA Administrator and presented to employees and groups of employees, as well as non-Government individuals, who have distinguished themselves by making outstanding contributions to the Agency's mission. Nominations are reviewed by peer review committees, which provide their recommendations to the Center's Senior Managers for final selection. Honor award descriptions and criteria are contained in NPG 3451.1 and on the Langley Research Center (LaRC) Office of Human Resources web site at the following URL:

<http://ohr.larc.nasa.gov>

e. Special Category Awards

- (1) Certificate of Appreciation (Honorary) - This award is given to NASA or non-NASA personnel for service or a contribution to LaRC which warrants local recognition but does not meet criteria for the NASA honorary awards.
- (2) Director's Award (Honorary) - This award is granted for outstanding contributions and support of scientific or engineering achievements in space and science technology.
- (3) Equal Employment Opportunity Award - This award is granted for significant achievements in providing equal employment opportunity.
- (4) Facility Coordinator Award - This award is for recognition of the efforts and achievements of LaRC Facility Coordinators.
- (5) Facility Safety Head Award - This award was established to recognize the efforts and achievements of Facility Safety Heads at LaRC.
- (6) Federal Women's Program Awards - These awards are granted to a LaRC supervisor and employee who deserve special recognition for their contributions toward employment advancement of women and support of the Federal Women's Program activities.
- (7) Floyd L. Thompson Award - This award recognizes individuals who have distinguished themselves by making lasting significant contributions.
- (8) Henry J. E. Reid Award - This award recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first-authored by a LaRC Civil Service employee based on research primarily performed at LaRC.

(9) Outstanding Volunteer Award (Honorary) - This award is granted to a LaRC employee for outstanding voluntary community efforts. Contributions of leadership, talent, and energy are made without pay or other compensation to civic or humanitarian organizations devoted to improving the quality of life of our citizens.

(10) Public Service Award (Honorary) - An award granted to citizens and organizations to show appreciation for contributions made to LaRC in the accomplishment of its mission, functions, services, or operations as a public service.

(11) Suggestion Award - An award established to recognize a constructive proposal submitted by an employee and adopted by management which contributes to the economy, efficiency, or effectiveness of Government operations.

(12) Team Excellence Award (Honorary) - Awarded throughout the year, as appropriate, to teams within the Center who have distinguished themselves.

(13) Technology Transfer Awards - The Paul F. Holloway Non-Aerospace Technology Transfer Award and the Richard T. Whitcomb Aerospace Technology Transfer Award recognize technical contributions of the development of new technology, participation in technology transfer processes, and significance of technical contributions and/or participation in technology transfer processes.

(14) Technology Utilization Award (Honorary) - This award recognizes LaRC employees who make significant contributions to the LaRC Technology Utilization Program.

(15) Turning Goals into Reality Awards - These awards acknowledge outstanding contributions toward any of the three Program Pillar Goals and exceptional progress toward achieving any of the ten program objectives of the Office of Aero-Space Technology, NASA.

(16) Value Engineering Award - An award granted for applying outstanding value engineering principles to in-house operations, research and facility programs, and acquisition of supplies and services.

(17) Length-of-Service Pins - This award recognizes length of federal service at 5-year intervals starting at 5 years of federal civilian service.

(18) Retirement Plaques - This award is given at time of retirement for contributions to government service over the length of employee's career.